Closeout 11- GL Detail- Summary

Summary

Below are some of the main elements of the GL Detail Summary page:

- Click to filter grid by FAU
- Click to filter grid by Sub code
- Click to filter grid by Object code
- Click to filter grid by From and To date
- Click to navigate to GL Detail Transactions

Summary

Purpose

Screen Group

Screen View

GL Detail-Summary Drop downs:

GL Detail-Summary Grid

Report Generation

Page Access

v. 02.11.2014
Purpose

The purpose of the GL Detail-Summary page is to allow users to view expenses grouped by Sub-Object codes. The GL Detail-Summary page consists of an expense grid. Below is a sample view of the GL Detail-Summary page:

Screen Group

The GL Detail-Summary page can be accessed two ways:

1. From the Overview page: user clicks the link titled GL-Detail Summary under the Financial Summary

2. From the Menu Bar: User navigates to the Fund Details Tab and selects GL-Detail Summary under the Financial Summary Tab
Screen View

The GL Detail- Summary page is visible to all. The screen consists of a drop down options (green box) and once drop downs are selected, the GL Detail-Summary grid appears (red box):

GL Detail-Summary Dropdowns:

If the user accesses the GL Detail-Summary page through the navigation bar, the default on the drop down filters should be View (All for Home and EFM, for Linked it would be their FAU), From (Current Month/Current Year), To (Current Month, Current Year), Sub (All).

If the user accesses the page by the third option, the filter will already be present and the report is generated to show that expense from the Sum by Sub.

FAU Dropdown: user selects the FAU from the drop down box. For Home and EFM, user may select option “All”. For Linked, user can only view their FAU. Home Depts can see Linked FAUs.
Sub: User selects Sub code from drop down box. Drop down box should list all Sub codes that exist on the fund/FAU.

Object: User selects Object code from drop down box. Object code selection has to exist for the Sub code that was selected and exist on the fund/FAU. IE: If user selects Sub “03”, when they go select from the Object drop down box, it should only show Object codes that exists for Sub 03 and that already have transaction(s) on the fund/FAU.

From: User selects Month and Year (for beginning date) through drop down box.

To: User selects Month and year (for ending date) through drop down box.

GL Detail-Summary Grid
The GL Detail-Summary Grid contains a list expenses in the general ledger. The grid contains six columns: Account, CC, Sub, Object, Title and Expense. Each column can be sorted in either ascending or descending order.

Sub: The Sub column should display Sub codes. The report will only display Sub codes that have actual expenses for the FAU selected.

Object: The Object column should display Object codes. Report should display only Object codes that have actual expenses for the FAU selected.

Title: The Title column should display the Title of each Sub-Object Code. Report should display only Titles that have actual expenses for the FAU selected.

Expense: The Expense should be a link to the GL Detail-Transaction page.

Total: This should be the sum of all expenses listed.

Report Generation
The page can be exported to Excel.

Page Access
The Dept Attributes page is viewable to: Dept Admin, Dept Sr fund Manager, Dept Fund Manager, EFM Director, EFM Supervisor, and the EFM Fund Manager.